



It's About the Children!

AVIAT CARE PROGRAM INFORMATION 2011 – 2012

Director - Sr. Miriam Elizabeth, OSFS aviatcare@holycrossweb.com
Telephone - 540-286-2773 fax – 540-286-1625

Our Holy Cross Academy Extended Care Program is named Aviat Care after the foundress of our Oblate Sisters, St. Leonie Aviat. St. Leonie was dedicated to the education and care of young people. Following her example, Aviat Care provides a warm and loving environment for students before and after our regular school hours. All Holy Cross Academy students are welcome to attend our program, although they must be registered to do so.

Students who attend the morning program have the opportunity to play games, read, draw or talk quietly with their friends. The afternoon program is more structured with homework time, snack, outdoor or indoor play time, and planned activities, especially on half days. The program is held in Bishop Keating Hall and selected classrooms.

Our program is licensed by the State of Virginia and our director and all staff are screened and approved by the Virginia Department of Social Services.

Program Hours

Morning Program	7:00 – 7:45 AM
Afternoon Program	3:00 – 6:00 PM
Half Days	11:30 – 6:00 PM

Aviat Care opens on the first day of school, Aug 29th, with both the morning and afternoon programs. It is not open when school is not in session.

The afternoon program closes at 3PM on Dec. 21st for our Christmas holiday and April 5th for our Easter holiday. The afternoon program is not open on Feb 2nd (Academic Fair) and the last two days of school, June 13th & 14th.

Program Fees

Registration fee \$40.00/family

Morning Program \$3.00 per child, if registered; \$5.00 if not registered
The morning program fee is a flat rate for any child who comes into the program during that time.

Afternoon Program

Hourly rates \$7.00/one child, if registered; \$10.00 if not registered
 \$9.00/two children, if registered; \$15.00 if not registered
 \$11.00/three children, if registered; \$20.00 if not registered

The afternoon program is based upon use. The hourly rate is charged for any part of an hour used. Students not picked up by 6PM will be charged a late pick up fee of \$15 for every quarter hour.

250 STAFFORD LAKES PARKWAY FREDERICKSBURG VA 22406
TEL 540-286-1600 FAX 540-286-1625

Procedure for Registration

Please complete the registration form in its entirety. Although this may repeat information on your school forms, we are required by the state licensing office to maintain separate files. We must have two emergency contacts, with their names, phone numbers and addresses. We must have your pediatrician's full name, address and telephone number. Thank you for filling out the registration form carefully.

Once registered, your child may use the program at any time. Please inform your child's teacher if you will be using the program or if there is any change in your plans.

Students who are not registered for the program but remain at the school after carpool is finished (around 3:20) will be signed in to Aviat Care. If they are not registered, they will be charged the higher fee.

Sign-out Procedures

Until our staff is familiar with you or with your designated driver, we will require a valid driver's license or picture ID. We cannot release your child to anyone not listed on your registration form unless we receive this change in writing and that person produces a picture ID. If you must make a change after the school day has begun, you may fax the note to 540-286-1625.

Billing

Monthly statements will be sent to all families using the Aviat Care program. Payment is due within one week of receipt of the statement.

A \$10 late fee will be added to any bill that is 60 days past due. A \$25 fee will be added monthly to any bill that is in excess of 90 days.

Please retain your monthly statements as we do not send out year-end statements since our program is not based on the calendar year.

Medication

Holy Cross Academy has a nurse on staff from 10AM to 2PM. If your child needs any medications, please arrange that they are taken while the nurse is on duty. If this will not work, please contact the director.

Injuries and Illnesses

If your child becomes sick or is injured, we will contact you immediately and will ask that you pick up your child as soon as possible.

Unscheduled Early Dismissals

In the case of serious inclement weather or any other unscheduled early dismissal from school, we ask that you pick up your child as soon as possible, within an hour of the early dismissal. It may be necessary to have a local emergency contact if you will not be able to come to the school immediately.

After-School Activities

Students who are participating in athletics or other school activities may remain in Aviat Care until the activity begins. Parents will have to arrange with the coach or activity supervisor to sign their child out of Aviat Care. Students may not be unsupervised at any time.

Contacting Us

If you have any questions or concerns, please email our director, Sr. Miriam Elizabeth, or call and leave a message on our Aviat Care phone line. When the program is not in session, the answering machine will be on.

We are looking forward to another wonderful school year and a great Aviat Care program!